CBD/CFT2022/1

DOCUMENT E: Questions and Answers

This document is established to centralise the responses to all the questions WOAH receives related to the provision of e-learning modules on wildlife surveillance and trade (and other services) call for tender (reference CBD/CFT2022/1).

Updated on July 7, 2022

RFP Section	Questions	Answers
Terms of Reference		
Document B	What is the estimated total duration of the 4 e-Learning modules to be developed under this tender? There is no quantitative description concerning the size of the courses to be developed. What is their desired duration for the learner completion of the course? If we could count it using PowerPoint slides, what would be the number of slides each course could have?	The estimated total duration of the eLearning modules is described in paragraph 4.1. – Format, structure, and localisation specifications. Page 10.
Document B	Will WOAH assign a subject matter expert to the project team or is it WOAH's expectation that your selected supplier has subject matter expertise to allow them to develop the content (based on existing WOAH training material or similar) which then will be transformed into e-Learning modules?	The role of WOAH project team is described in paragraph 3.2 – Governance (page 5) and in paragraph 4.1 – Development steps and timeframe (page 11). The expected requirements of the project team are described in paragraph 5.1.4 – Allocated human resources. Subject matter experts are included. They are expected to contribute with high level specialist expertise to the module development Also review the paragraph 4.7 – Evaluation of Tenders of Document A (page 11), assigning a weight of 30% to the quality of the project team. All the requested competencies must be available in the project development team. The baseline documents are listed at page 8 of the Document B.
Document B	Can you confirm that the 4 e-Learning modules have to be developed in the three official WOAH languages or	Localisation requirements are described in paragraph 4.1. – Format, structure, and localisation specifications. Page 10 The pilot modules are in English. A full localisation has to be provided in the other WOAH official languages

	is there a limited translation need?	
Guidelines for the development of OIE online modules	In the document *THE E-LEARNING REQUIREMENTS (no 3),* it is stated that 'e-Learning modules use existing OIE training materials and resources to support harmonization of training efforts and utilization of existing materials'. Will you provide us the training material for these courses?	No, we wll not. The list of baseline documents is provided in Document B, page 8.
Guidelines for the development of OIE online modules	In the document THE E-LEARNING REQUIREMENTS (no 5) it is stated that 'At least one subject matter expert per topic serve(s) as course author(s) to develop the e-Learning module content and to support the e-Learning module's accuracy, currency, and credibility'. Can you please provide more information about the subject matter expert eligibility specifications and also the specific topics of these courses? Is the candidates responsibility to find matter experts?	The expected requirements of the project team are described in paragraph 5.1.4 – Allocated human resources, of Document B. Subject matter experts must be included. They are expected to contribute with high level specialist expertise to the module development. The topic of the courses have to be designed by the interested tenderer
Guidelines for the development of OIE online modules	In the document THE E-LEARNING REQUIREMENTS (no 5,no 6), it is stated that 'If used, audio and visual aids are high quality (e.g., clear, crisp). We read the guidelines for the development of OIE online modules, but can you please share an example of already existing courses that we can use for reference? We tried to register in your platform but there is a technical issue with the captcha and we cannot	No, no examples are available.

	proceed. A demo depiction of relevant courses of the eLearning catalogue of the WOAH Training Portal, might be very helpful.	
Guidelines for the development of OIE online modules	In the document THE E-LEARNING REQUIREMENTS is also stated that 'More than one delivery method is used in the e-Learning module in order to meet various learner needs and preferences; examples of delivery methods include text to read, images to view, videos to watch, audio clips to hear, or tasks to attempt'. Is video production mandatory on our side, according to the specs?	It is up to the interested tenderers to decide which delivery methods to propose.
Document B	Does this project requires any onsite services? If yes, please describe	No, onsite services are not requested